

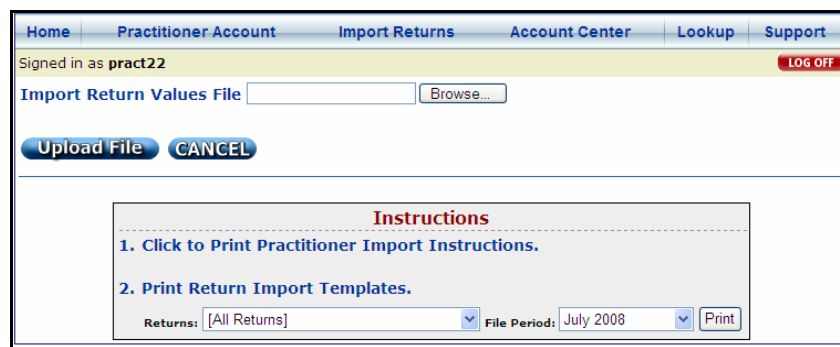
Importing Return Files – Practitioner

The import is accomplished with a comma delimited text file. The file can contain multiple returns with different locations for multiple clients. Clients must already be setup in ParishE-File.com and have authorized you as their Practitioner.

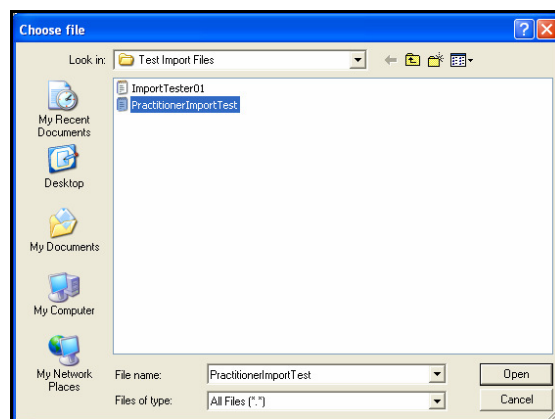
Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide below to ensure your file is formatted correctly and meets the specifications for the return and period.

▼ To import returns:

1. Click **Import Returns** on the menu bar. The **Import Page** appears.
2. To find the import file, click the **Browse** button.



3. Select the file. Then click **Open**.



4. The file name appears in the field. Click **Upload File**.

Home Practitioner Account Import Returns Account Center Lookup Support

Signed in as **pract22** LOG OFF

Import Return Values File

Instructions

1. Click to Print Practitioner Import Instructions.

2. Print Return Import Templates.

Returns: File Period:

5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

Errors:

If there are any errors in the file, the import status displays **[Show Errors]**. Click **[Show Errors]** to see the line location and description of the errors.

Home Practitioner Account Import Returns Account Center Lookup Support

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Import Return Values File

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Parish Sales Tax	Testco	Secondary Location	07/2008	OK
<input checked="" type="checkbox"/>	Parish Sales Tax	Testing are Us		06/2008	[Show Errors]

The error in following screen shows that the Location Identifier and User Name do not correspond. Click **Cancel**.

Home Practitioner Account Import Returns Account Center Lookup Support

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Import Return Values File

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Parish Sales Tax	Testco	Secondary Location	07/2008	OK
<input checked="" type="checkbox"/>	Parish Sales Tax	Testing are Us		06/2008	<p>[Hide Errors]</p> <p>[Rapid, 6/08,57,joeblow1]: Location ID Not Valid For this User [Rapid, 6/08,57,joeblow1]: This return has not been setup for filing. Please go to AccountInformation->Return Setup to setup your return.</p>

6. Revisit the original file to reconcile the error:
- Rapide,6/08,57,joeblow1
 - Line1,10540
 - Line2,20
 - Line3,30
 - Line4,40
 - Line5,50
 - Line6,60
 - Line7,70
 - Line9,90
 - Line10,100

Line8,80
Line8_Explanation,special deduction test
LineA_13,10000.00
LineB_13,10000.00

The correct User Name for Location Identifier 57 is joeblow, not joeblow1.
Edit the information and save the file. Upload the new file following the same procedure.

No Errors:

If there are no errors in the file, the import status displays **OK**.

The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

7. To import the checked returns, click **Import**.

The screenshot shows the 'Import Returns' page. At the top, there are navigation tabs: Home, Practitioner Account, Import Returns (selected), Account Center, Lookup, and Support. Below the tabs, it says 'Signed in as pract22' with a 'LOG OFF' button. There is a section for 'Import Return Values File' with a text input and a 'Browse...' button. Below this is a table with the following columns: Import, Return, Business, Location, File Period, and Import Status. The table contains two rows, both with checked checkboxes in the 'Import' column and 'OK' in the 'Import Status' column.

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Parish Sales Tax	Testco	Secondary Location	07/2008	OK
<input checked="" type="checkbox"/>	Parish Sales Tax	ramware	MANDEVILLE TEST	06/2008	OK

At the bottom of the table are three buttons: 'Upload File', 'Import', and 'CANCEL'.

8. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click **Next** to continue the filing process.

Note: A successful import does **not** mean that the return has been filed.

The screenshot shows the 'Import Returns' page after the import process. The table now shows 'Success' in the 'Import Status' column for both returns, which are highlighted in green. The 'Import' column checkboxes are no longer visible. The 'Next' button is now active.

Return	Business	Location	File Period	Import Status
Parish Sales Tax	Testco	Secondary Location	07/2008	Success
Parish Sales Tax	ramware	MANDEVILLE TEST	06/2008	Success

At the bottom of the table are three buttons: 'Upload File', 'CANCEL', and 'NEXT'.

File Structure

There are two parts to the file, the Header and the Return Data. Each return included in the file must contain both parts and a separator.

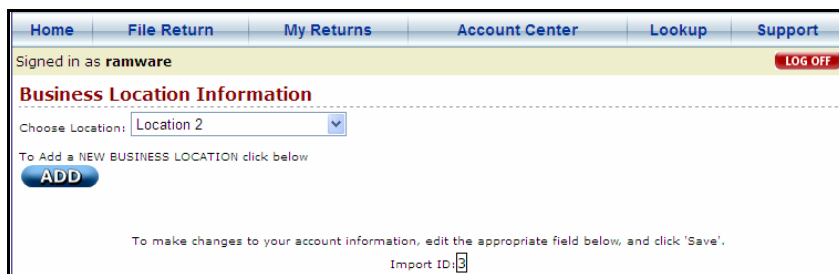
In order to import correctly, the import file must meet the following specifications:

The Header

The Header line contains the Short Name of the Return, the File Period (MM/YYYY), the Location Identifier, and the User Name of the client.

The Short Name for each return is listed in a table at the end of this document.

The Location Identifier is a numeric ID unique to a business and its location. To find the Location Identifier, select a User Account. Click **Account Center** on the menu bar. Then, click **Business Locations**. Select the location from the drop-down menu. The Location Identifier is the **Import ID**.



The User Name is the User Name listed for the company on the Practitioner Account screen.

The example Header line below indicates a Rapides Parish sales tax return for May 2008, business location with Location Identifier 11, and User Name MyClient1.

Example Header:

RAPIDE,5/2008,11,MyClient1

The Return Data

Use the line labels printed on the **Return Import Templates** to determine where to enter amounts and which line labels to use.

▼ To access the Templates:

1. Click **Import Returns** on the menu bar. The **Import Page** appears.

Home	Practitioner Account	Import Returns	Account Center	Lookup	Support
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Signed in as **pract22** [LOG OFF](#)

Import Return Values File

Instructions

1. Click to Print Practitioner Import Instructions.

2. Print Return Import Templates.

Returns:
 File Period:

2. Select a **Return** and **File Period** from the drop-down menus. Then, click **Print**.

This is part of the Rapides Parish sales tax return for June 2008:

1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY, LEASES, RENTALS AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA	Line1		
ALLOWABLE DEDUCTIONS			
2. SALES FOR RESALE OR FURTHER PROCESSING (CERTIFICATE ON FILE)	Line2	COMMENTS	To avoid penalties your envelope must have an official postmark dated on or before the 20th following the period covered by the return.
3. CASH DISCOUNTS, SALES RETURNS AND ALLOWANCES	Line3		
4. SALES DELIVERED OR SHIPPED OUTSIDE ACADIA PARISH	Line4		
5. SALES OF GASOLINE AND MOTOR FUELS	Line5		
6. SALES TO THE US GOV'T., THE STATE OF LA, ITS POLITICAL SUBDIVISIONS	Line6		
7. SALES OF FOOD PAID FOR WITH USA FOOD STAMPS OR MIC VOUCHERS	Line7		
8. OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)	Line8		
9. Line10, Explanation	Line9		
10. Line10, Explanation	Line10		
11. TOTAL ALLOWABLE DEDUCTIONS (LINE 2 THRU LINE 10)	11		
12. ADJUSTED GROSS SALES (LINE 1 MINUS LINE 11)	12	0	

SALES AND USE TAX REPORT

PLEASE INDICATE ANY CHANGES BELOW

DATE BUSINESS SOLD _____ NAME AND ADDRESS OF PURCHASER _____

DATE BUSINESS DISCONTINUED _____ BUSINESS LOCATION CHANGE _____

CHANGE IN NAME OF BUSINESS _____ MAILING ADDRESS CHANGE _____

CONSOLIDATED SALES & USE TAX REPORT FOR ACADIA PARISH COMPLETE ONLY COLUMNS IN WHICH TAXABLE ACTIVITY OCCURS									
COMPUTATION OF SALES & USE TAX	A 5.00%	B 5.00%	C 4.50%	D 4.50%	E 5.00%	F 4.00%	G 4.00%	H 3.50%	I 3.00%
TOTAL LOCAL RATE	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
ADJUSTED GROSS SALES	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
13. PLANCH ABSECTIONS	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
14. SUBSIDITION	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
15. TOTAL (LINE 12 PLUS LINE 14)	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
16. TAX DUE - Multiply Line 15 by 10 (shown as proper indicated)	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)
17. EXCESS TAX COLLECTED	Parish (P.J.)	Pinelake Parish (P.J.)	Glennville Parish (P.J.)	Lacombe Parish (P.J.)	Bat Parish (P.J.)	Boice Parish (P.J.)	Noodinwood Parish (P.J.)	Forest Hill Parish (P.J.)	Parish (P.J.)

Any field on the template without a line label cannot be imported because it is a calculated field.

The Return Data lines contain the line label and dollar amount. To enter Adjusted Gross sales of 1000.00 in Line 13 Column B on the return, enter **LineB_13,1000.00** in the import file.

If an entry is made on lines 8-10 (other deductions), an explanation is required. Explanations in Lines 8-10 cannot exceed 50 characters.

To enter an Explanation in line 8 on the return, enter **Line8_Explanation,Newspapers** in the import file.

Example Return Data:

```
Line1,2033.43
Line8,33.43
Line8_Explanation,Newspapers
LineA_13,1000.00
LineB_13,1000.00
//////////
```

The return separator must follow each return, including the last return in the file. It consists of ten forward slashes (/).

Below is an example of a complete import file for multiple taxpayers. This file shows a Louisiana State return for June 2008, Location Identifier 55, MyClient1, **and** a Rapides Parish Sales Tax return for June 2008, Location Identifier 54, MyClient2.

Example:

```
LA,6/2008,55,MyClient1
Line1,1000
Line2,50
//////////
RAPIDE,6/2008,54,MyClient2
Line1,1100
Line8,100
Line8_Explanation,Special Deduction
LineA_13,1000
//////////
```

Short Name List

Hotel/Motel Tax and other specialty tax returns are unavailable until November 1, 2008.

Return	Short Name	Return	Short Name
Acadia Parish Sales Tax	ACADIA	Lafayette Parish Hotel/Motel Tax	LAFAYEHOT
Allen Parish Sales Tax	ALLEN	Lafourche Parish Sales Tax	LAFOUR
Ascension Parish Sales Tax	ASCENS	Lafourche Parish Hotel/Motel Tax	LAFOURHOT
Ascension Parish Hotel/Motel Tax	ASCENSHOT	LaSalle Parish Sales Tax	LASALL
Assumption Parish Sales Tax	ASSUMP	Lincoln Parish Sales Tax	LINCOL
Avoyelles Parish Sales Tax	AVOYEL	Lincoln Parish Hotel/Motel Tax	LINCOLHOT
Beauregard Parish Sales Tax	BEAURE	Livingston Parish Sales Tax	LIVING
Bienville Parish Sales Tax	BIENVI	Livingston Parish Hotel/Motel Tax	LIVINGHOT
Bossier Parish Sales Tax	BOSSIE	Louisiana State Sales Tax	LA
Bossier City Hotel/Motel	BOSSIEHOT	Louisiana State Hotel/Motel Tax	LAHOT
Caddo Parish Sales Tax	CADDO	Louisiana State Hotel/Motel Tax (Orleans Parish & Jefferson Parish)	LAHOTDS
Caddo Parish Hotel/Motel Tax	CADDOHOT	Madison Parish Sales Tax	MADISO
Calcasieu Parish Sales Tax	CALCAS	Morehouse Parish Sales Tax	MOREHO
Calcasieu Parish Hotel/Motel Tax	CALCASHOT	Morehouse Parish Hotel/Motel Tax	MOREHOHOT
Caldwell Parish Sales Tax	CALDWE	Natchitoches Parish Sales Tax	NATCHI
Cameron Parish - NO PARISH SALES TAX COLLECTED		Natchitoches Parish Hotel/Motel Tax	NATCHIHOT
Catahoula Parish Sales Tax	CATAHO	New Orleans Exhibition Hall Authority	NOEXIB
Claiborne Parish Sales Tax	CLAIBO	Orleans Sales/Parking Tax	ORLSAL
Concordia Parish Sales Tax	CONCOR	Orleans Parish Hotel/Motel Tax	ORLHOT
DeSoto Parish Sales Tax	DESOTO	Ouachita Parish Sales Tax	OUACHI
East Baton Rouge Parish Sales Tax	EBATON	Ouachita Parish Hotel/Motel Tax	OUACHIHOT
East Baton Rouge Parish Hotel/Motel Tax	EBRHOT	Plaquemines Parish Sales Tax	PLAQUE
East Carroll Parish Sales Tax	ECARRO	Pointe Coupee Parish Sales Tax	POINTE
East Feliciana Parish Sales Tax	EFELIC	Pointe Coupee Parish Hotel/Motel Tax	POINTEHOT
Evangeline Parish Sales Tax	EVANGE	Rapides Parish Sales Tax	RAPIDE
Franklin Parish Sales Tax	FRANKL	Rapides Parish Hotel/Motel Tax	RAPIDEHOT
Grant Parish Sales Tax	GRANT	Red River Parish Sales Tax	REDRIV
Iberia Parish Sales Tax	IBERIA	Richland Parish Sales Tax	RICHLA
Iberville Parish Sales Tax	IBERVI	Sabine Parish Sales Tax	SABINE
Iberville Parish Hotel/Motel Tax	IBERVIHOT	Sabine Parish Hotel/Motel Tax	SABINEHOT
Jackson Parish Sales Tax	JACKSO	St. Bernard Parish Sales Tax	STBERN
Jackson Parish Hotel/Motel Tax	JACKSOHOT	St. Charles Parish Sales Tax	STCHAR
Jefferson Davis Parish Sales Tax	JDAVIS	St. Charles Parish Hotel/Motel Tax	STCHARHOT
Jefferson Davis Hotel/Motel Tax	JDAVISHOT	St. Helena Parish Sales Tax	STHELE
Jefferson Parish Food and Drug	JEFFER	St. James Parish Sales Tax	STJAME
Jefferson Parish General Sales Tax	JEFFERGS	St. John the Baptist Parish Sales Tax	STJOHN
Jefferson Parish Hotel/Occupancy Tax - East Bank	JEFFERHOE	St. John the Baptist Parish Hotel/Motel Tax	STJOHNHOT
Jefferson Parish Hotel/Occupancy Tax - West Bank	JEFFERHOW	St. Landry Parish Sales Tax	STLAND
Jefferson Parish Food/Drug Airport Tax	JEFFERAFFD	St. Martin Parish Sales Tax	STMART
Jefferson Parish General Sales Airport Tax	JEFFERAGS	St. Mary Parish Sales Tax	STMARY
Lafayette Parish Sales Tax	LAFAYE	St. Mary Parish Hotel/Motel Tax	STMARYHOT

St. Tammany Parish Sales Tax	SITTAMM		
Tangipahoa Parish Sales Tax	TANGIP		
Tensas Parish Sales Tax	TENSAS		
Terrebonne Parish Sales Tax	TERREB		
Terrebonne Parish Hotel/Motel Tax	TERREBHOT		
Union Parish Sales Tax	UNION		
Vermilion Parish Sales Tax	VERMIL		
Vermilion Parish Hotel/Motel Tax	VERMILHOT		
Vernon Parish Sales Tax	VERNON		
Vernon Parish Hotel/Motel Tax	VERNONHOT		
Washington Parish Sales Tax	WASHIN		
Washington Rolling Paper Tax	WPJCT		
Webster Parish Sales Tax	WEBSTE		
West Baton Rouge Sales Tax	WBR		
West Baton Rouge Parish Hotel/Motel Tax	WBRHOT		
West Carroll Parish Sales Tax	WCARRO		
West Feliciana Parish Sales Tax	WFELIC		
Winn Parish Sales Tax	WINN		